



# PERMITTRAX CITIZEN'S CONNECT

HOW TO SIGN UP AND USE THE ONLINE SERVICES AVAILABLE

# PERMIT SEARCH AND ACTIVE MAP TOOL

Wonder if an address has a permit for work? The answers are at your fingertips with the active permits map! Forgot your permit # or need info from a permit? Use the search function!

### ACTIVE PERMITS

Filter:

1 mi

Bureau of Land Management, State of Oregon GEO, State of Oregon, Esri, HERE, Garmin, INCREMENT P, NGA, USGS, U.S. Forest Service Powered by Esri

### SEARCH FOR PERMIT

Search for a permit within Citizens Connect and view the status and other information pertaining to that permit.

[Click to Search](#)

# SCHEDULE INSPECTIONS, APPLY ONLINE, VIEW PERMITS YOU'VE APPLIED FOR

## INSPECTIONS



Once registered you may login and request an inspection for your permits.

[Schedule an Inspection](#)

## CLICK TO APPLY ONLINE



This is where you can apply online for both **RESIDENTIAL** and **COMMERCIAL** Mechanical, Plumbing, Electrical, and Building permits. Permits requiring a plan review can be submitted along with supporting plans and documents to start the application and review process. (See "How to Apply" for more information)

[Click to Apply Online](#)

[How to Apply](#)

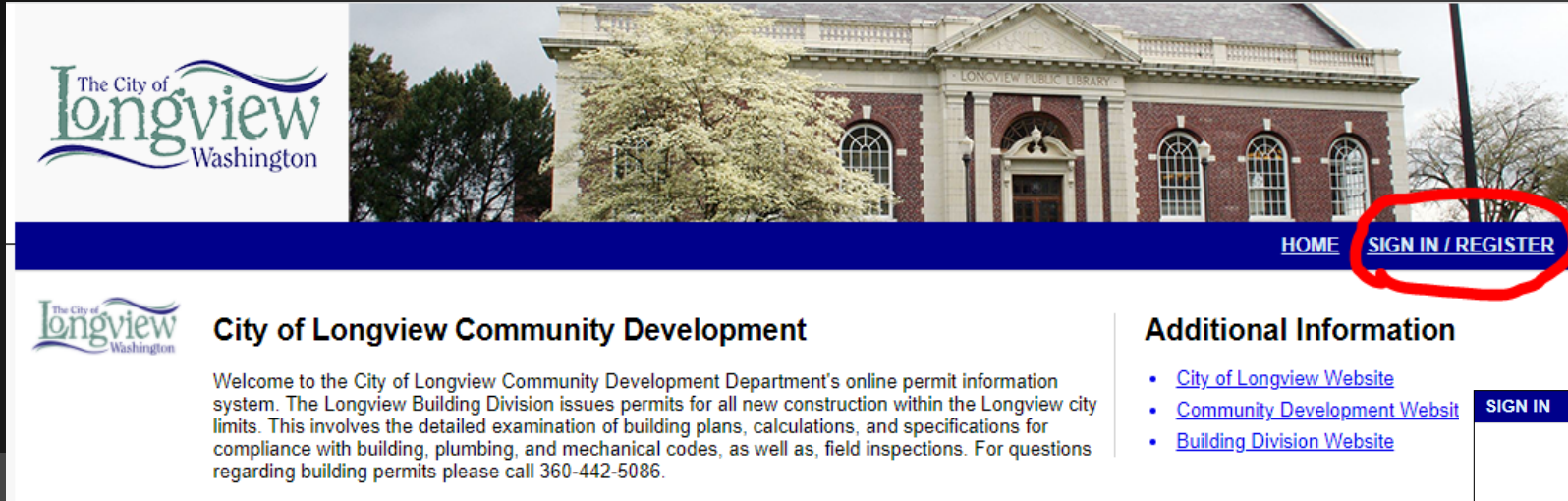
## MY PERMITS



My Permits allows you to track your permits so you don't have to search for them each time you use Citizens Connect. You must have an account before you can select any Permits to track.

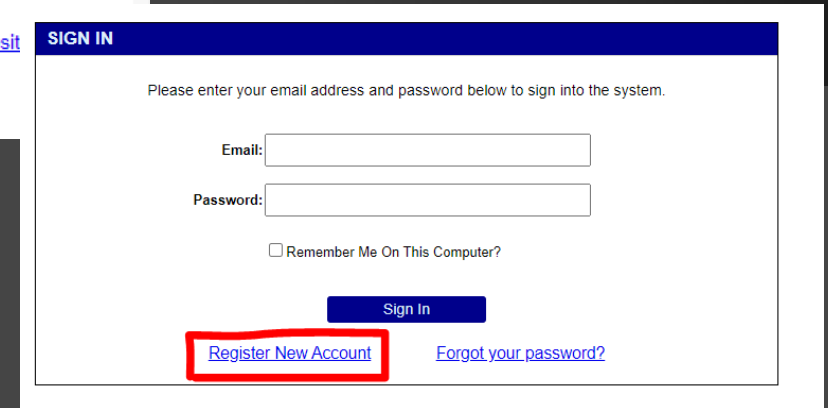
ID	DESCRIPTION	SUB TYPE	STATUS	ADDRESS	APPLIED	FINAL
<a href="#">CD2021-0019</a>	COMMUNITY DEVELOPMENT	RESIDENTIAL-MECHANICAL	APPLIED	4001 MEMORIAL PARK DR, LONGVIEW	12/14/2021	

# SIGNING UP FOR AN ACCOUNT



Click Sign In/Register

Click Register New Account  
your first time using this system  
and create an account



- Visit and Bookmark the Web Address: [Longview, WA PermitTrax Portal](https://www.longviewwa.gov/PermitTrax)

# APPLYING FOR ONLINE PERMITS ONCE YOUR ACCOUNT IS CREATED

## CLICK TO APPLY ONLINE



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# SELECTING A PERMIT TYPE & WHAT INFO TO PROVIDE

**NOTE: ONLY APPLICATIONS WITHOUT PLANS ARE CURRENTLY ACCEPTED, IF YOU NEED PLAN REVIEW AND ARE UNSURE OF OUR PROCESS, CALL OR EMAIL US AT: 360-442-5086 OR [PERMITS@LONGVIEW.CI.WA.US](mailto:PERMITS@LONGVIEW.CI.WA.US)**

- 1) Residential Mechanical** – HVAC, Ventilation Fans, etc. State in the description what is being installed, location, IF YOU ARE DOING ELECTRICAL: how many circuits are being altered or if there is a disconnect/reconnect;
- 2) Residential Plumbing** – Can be pulled by property owner (if performing the work) or by the licensed plumbing contractor, with the exception of sewer or water service lines (outside of the house) which can be pulled by general contractors; Provide a detailed description of work including number of fixtures being installed
- 3) Residential Electrical** – Can be pulled by property owner (if performing the work) or by the licensed electrical contractor hired to perform the work; Provide a detailed description of work.
- 4) Residential Building** – Fences, sheds 200sf or less, re-roofs, re-siding, replacing windows, prescriptive solar system installs (electrical permits also required); Provide a detailed description of work including number of new/altered circuits, amperage of service, etc.

# SELECTING A PERMIT TYPE & WHAT INFO TO PROVIDE

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- 1) Commercial Mechanical** – HVAC, Ventilation Fans, etc. State in the description what is being installed, location, IF YOU ARE DOING ELECTRICAL: how many circuits are being altered or if there is a disconnect/reconnect and provide an electrical valuation.
- 2) Commercial Plumbing** – Can be pulled by property owner (if performing the work) or by the licensed plumbing contractor, with the exception of sewer or water service lines (outside of the house) which can be pulled by general contractors; Provide a detailed description of work and valuation of project.
- 3) Commercial Electrical** – Can be pulled by property owner (if performing the work) or by the licensed electrical contractor hired to perform the work; State in description the work being performed, location in building, etc and provide a valuation for your work.
- 4) Commercial Building** – Fences, sheds 200sf or less, re-roofs, re-siding, replacing windows; Provide a detailed description of work and valuation of project, if a multifamily structure, provide the number of units.

# APPLICATION PROCESS

- Walk through the steps adding the address for the work, your contact information, the contractor's information, and the required information for the type of permit you are applying for. Submit your application.
- Once received, we will contact you if we need more info, otherwise we will approve and adjust fees based on the information in your application. Then we release the permit for payment and mark "ready to issue".
- Once payment is made, the permit bounces back to us for it to be issued and for the permit document to be attached, after that happens inspections can be scheduled online or via our phone request system at 360-442-5090.



# ADD EXISTING PERMITS TO “MY PERMITS”

The City of Longview Washington

WELCOME: [REDACTED] [HOME](#) [LOGOUT](#)

**ADD TO MY PERMITS**

Information as of 1/24/2022 8:26:21 AM

**COMMUNITY DEVELOPMENT: CD2022-0080**

Type:	RESIDENTIAL-ELECTRICAL	Applied:	01/13/2022
Status:	ISSUED	Issued:	01/13/2022
Total Fees:	\$54.00	Expires:	07/12/2022
Balance Due:	\$0.00	Final:	
Primary Contact:	RAWHIDE ELECTRIC SERVICES, LLC		
Location:	3914 GARDENIA ST, LONGVIEW		
Parcel:	053605023		
Work Description:	Install new lights, and new 2- new wall heaters		

**ASSOCIATED PEOPLE**

TYPE	NAME	PRIMARY CONTACT
APPLICANT	RAWHIDE ELECTRIC SERVICES, LLC - SUSAN THOMAS	Y

- Open permit by clicking on permit number and click “add to my permits”

# “MY PERMITS”

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## MY PERMITS

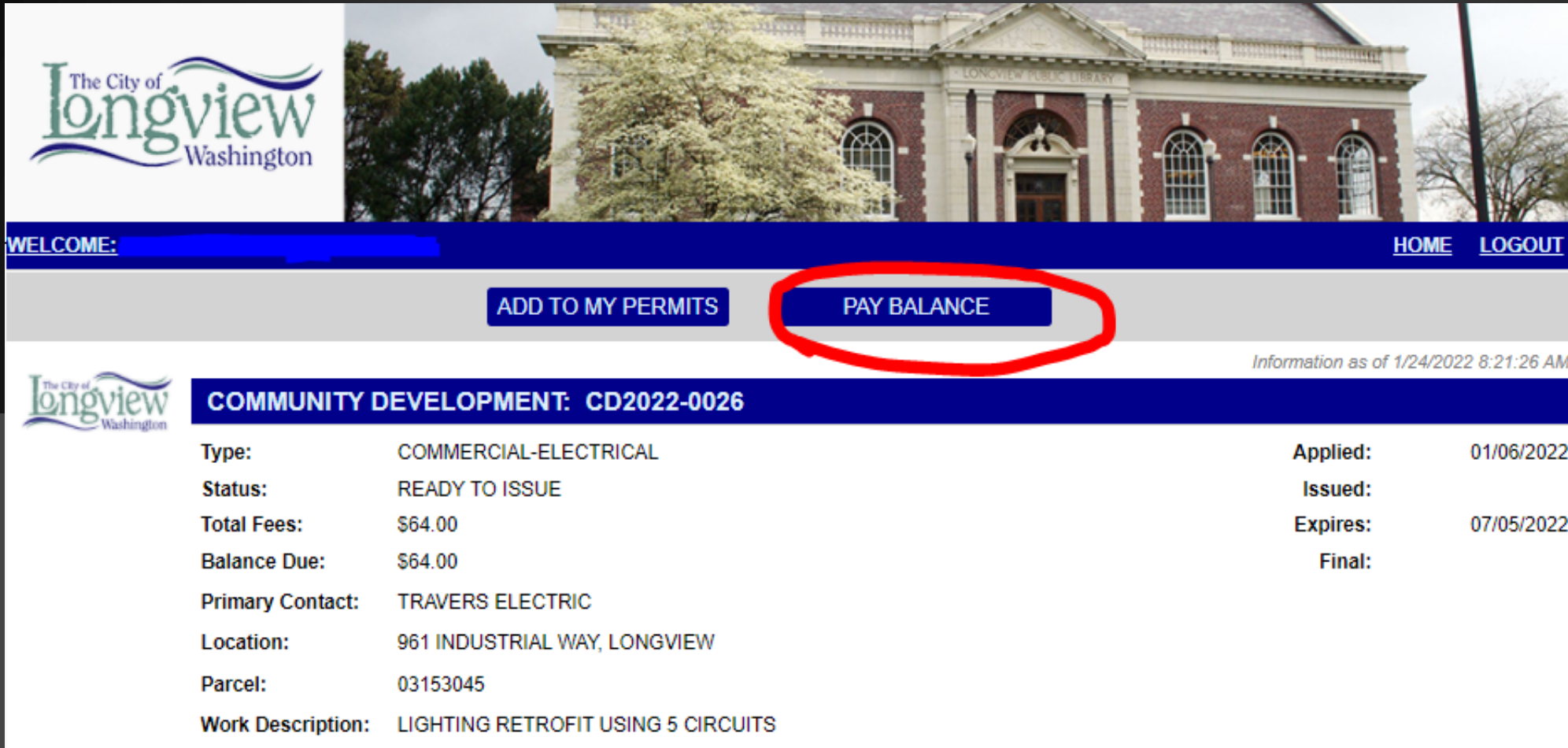


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ID	DESCRIPTION	SUB TYPE	STATUS	ADDRESS	APPLIED	FINAL
<a href="#">CD2022-0105</a>	COMMUNITY DEVELOPMENT	RESIDENTIAL-MECHANICAL	READY TO ISSUE	2539 E LYNNWOOD DR, LONGVIEW	01/19/2022	
<a href="#">CD2022-0080</a>	COMMUNITY DEVELOPMENT	RESIDENTIAL-ELECTRICAL	ISSUED	3914 GARDENIA ST, LONGVIEW	01/13/2022	

- Applications submitted and past projects that have been added to “my permit” will show up on your dashboard here
- Application status “Ready To Issue” means either: You have fees ready to pay, or we have not yet issued the permit

# WHERE TO PAY FEES ON A PERMIT



The City of Longview Washington

WELCOME: [REDACTED] [HOME](#) [LOGOUT](#)

[ADD TO MY PERMITS](#) [PAY BALANCE](#)

Information as of 1/24/2022 8:21:26 AM

**COMMUNITY DEVELOPMENT: CD2022-0026**

Type:	COMMERCIAL-ELECTRICAL	Applied:	01/06/2022
Status:	READY TO ISSUE	Issued:	
Total Fees:	\$64.00	Expires:	07/05/2022
Balance Due:	\$64.00	Final:	
Primary Contact:	TRAVERS ELECTRIC		
Location:	961 INDUSTRIAL WAY, LONGVIEW		
Parcel:	03153045		
Work Description:	LIGHTING RETROFIT USING 5 CIRCUITS		

- Open your permit details by clicking on the permit number (underlined) either from search results or from My Permits
- Select “Pay Balance” to pay permit fees with a credit or debit card online

# WHERE TO FIND THE PERMIT DOCUMENT AND SCHEDULE INSPECTIONS ON A PERMIT

## ASSOCIATED FILES

VIEW	DESCRIPTION	FILE TYPE
	Attached: Building Permit	ADOBE Acrobat PDF

## FEEES

FEE ID	FEE DESCRIPTION	AMOUNT	PAID	BALANCE DUE
FEE_0425	Electrical Fees	\$54.00	(\$54.00)	\$0.00
<b>TOTAL FEES: \$54.00</b>		<b>BALANCE DUE: \$0.00</b>		

## INSPECTIONS

STATUS	SCHEDULE	INSP ID	DESCRIPTION
		INS_0280	Electrical Rough-In
		INS_0300	Electrical Final
		INS_0160	Building Final

- Open the permit details by clicking on the underlined permit number either from search results or from “My Permits”
- Inspections can be scheduled from the permit details page as shown here, or from the inspections scheduler on the dashboard

# INSPECTION RESULTS



## Inspections Results

**PERMIT ID: LV-21-01709**

**PERMIT STATUS: ISSUED**

**Type:** BUILDING PERMIT (RESIDENTIAL MISC./ONE STOP)

**Applied:** 09/03/2021

**Address:** 3336 TORI LN, LONGVIEW

**Issued:** 09/16/2021

**Parcel:** 0190769

**Expires:** 03/15/2022

**Contact:** LEANN MALLOY

**Final:**

**INS\_0160 - Building Final**

**INSPECTION COMPLETE: YES**

**INSPECTED DATE:** 01/12/2022

**INSPECTOR:** EBYMAN

**ACTION:** INSPECTION APPROVED

**COMMENT:** Final ok

### INSPECTIONS

Click on the Printer to Print this list of inspections and the results:



STATUS	COMMENTS	SCHEDULE	INSP ID	DESCRIPTION
✓			INS_0160	Building Final

RE VX-34 INSPECTIONS

### COMMENTS

#### COMMENTS FOR INSPECTIONS: INS\_0160 - Building Final

DATE	STATUS	IMAGE	COMMENT
01/12/2022	INSPECTION AP...		Final ok